#### Void All Checks in a Batch in OTCnet Offline

To void all scanned checks in a batch, complete the following steps:

- 1. From the **Check Processing** tab, click **Batch Management**. The *Search Batch* page appears.
- 2. Select or enter the batch search conditions.



## **Application Tip**

You can only void all checks at once in batches with an **Open** status.

#### Under Batch Search Conditions, optional

 Select the OTC Endpoint you want to void a check for by checking the box under the Select column

### Under Created On Date, optional

• Enter the **From** and **To** date range



## **Application Tips**

- The From and To Created On Date must be entered in MM/DD/YYYY format.
- The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.
- If you run a search with the default **From** and To **Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days, then only the most recent 1,000 batches appear.
- If you run a search **without** specifying any criterion (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.
  - Enter the Cashier ID, optional

#### Under Batch Status.

- Select the **Status** you want to view by checking the **Open or Closed** box under the **Select** column
- 3. Click **Search**. The *View Batch* page appears.
- 4. Click the **Batch ID** hyperlink. The *View Checks* page appears.

5. Under Batch Commands, click Void All as shown in Figure 1.

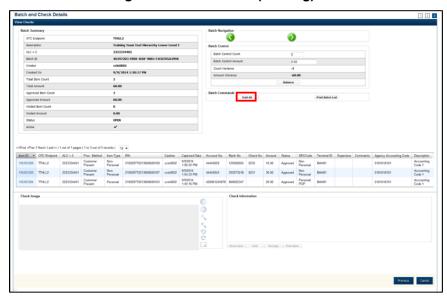


Figure 1. View Checks (Voiding)

- 6. Click **Confirm** at the prompt asking if you want to void all checks.
- 7. Enter comments concerning the void, at the prompt, and click **OK**.
- 8. Click **OK** at the final prompt stating that the checks in the batches have been voided successfully.



# **Application Tip**

After an entire batch of checks is voided, it is recommended that the batch be deactivated so that it is not accidently forwarded for settlement. Deactivated batches will still be archived to the Historical Database after 18 months as all batches and their associated check items are archived regardless of the batch status.



# **Additional Buttons**

- Click Cancel to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click Void All to void all items in the batch.
- Click **Print Batch** List to print the batch list.
- Click < to go to the first batch.
- Click > to go to the next batch.
- Click << Image to return to the previous check.
- Click >>Image to view the next check.
- Click Zoom- to reduce the image size.
- Click Zoom+ to enlarge the image size.
- Click Rotate Left to turn the image to the left.
- Click Rotate Right to turn the image to the right.
- Click **Show Item** to view the check item details.
- Click **Void** to void a single check item.
- Click **Receipt** to print a receipt.
- Click **Print** Item to print a batch list report.